

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR02423939

DATE POSTED: 06/06/22

POSITION NO: 949740

CLOSING DATE: 06/24/2022 by 5pm

POSITION TITLE: Vital Statistics Technician

DEPARTMENT NAME / WORKSITE: Navajo Office of Vital Records and Identification / Tuba City, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>8:00 am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Maintains manual and electronic vital records and enrollment membership data. Responsible for accurate recording of information of birth, death, divorce, marriage, adoption, and other changes in family status. Prepares and certifies the Navajo Indian Blood {CNIB}, and records vital statistics of enrolled members; responsible for creating and maintaining excellent interpersonal and public relations. Compose effective messages; performs moderate data entry complex lineal research, enrolls and verifies enrollment and performs general clerical work; familiarity with Microsoft productivity software, internet and statistic; maintain confidentiality and provide assistance with other Vital Statistics Technicians and other NOVRI agency and satellite office program staff with research and verification.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by college courses; three (3) years of experience in records management; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, Federal, State, and local laws, statutes, ordinances, rules and regulations. Knowledge of standard office procedures and methods. Knowledge of records management report processing, knowledge of general tribal enrollment procedures and methods. Skills in communication orally and writing. Skill in use of variety of office equipment. Skill in use of computer and related software. Skill in establishing and maintaining effective working relationships. Ability to speak and interpret the Navajo Language.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.